



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION  
LOS ANGELES, CALIFORNIA 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

February 6, 2008

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC HEALTH: APPROVAL TO ACCEPT A NOTICE OF  
GRANT AWARD FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
FOR THE REFUGEE HEALTH ASSESSMENT PROGRAM  
(GRANT AWARD NUMBER 07-70-90840-1)  
(ALL SUPERVISORIAL DISTRICTS)  
(3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD**

1. Authorize and instruct the Director of the Department of Public Health (DPH), or his designee, to accept a Notice of Grant Award (NGA) Number 07-70-90840-1, to Exhibit I from the California Department of Public Health (CDPH), Refugee Health Section (RHS) to support DPH's participation in the Refugee Health Assessment Program (RHAP), effective October 1, 2007 through September 30, 2008, in the amount of \$1,700,000, at no net County cost.
2. Delegate authority to the Director of DPH, or his designee, to accept subsequent NGAs materially similar to the RHAP award from CDPH-RHS for Federal Fiscal Years (FFY), 2008-09, 2009-10, 2010-11, and 2011-12, at amounts as directed by the CDPH-RHS and any amendments to each FFY's NGA that allow for internal redirection of funds, permit rolling over of funds, or increase and/or decrease funding up to 25 percent of the base award for each project year, and subject to review and approval by County Counsel, Chief Executive Officer, and notification of the Board offices.

Board of Supervisors  
GLORIA MOLINA  
First District

YVONNE B. BURKE  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

On February 6, 2007, the Board approved delegated authority to the Director of DPH, or his designee, to accept subsequent NGAs materially similar to the RHAP award from CDPH-RHS for FFY 2007-08, 2008-09 and 2009-10, which do not exceed 25 percent of the base award for each project year, subject to review and approval by County Counsel, Chief Executive Office and notification to the Board offices. The FFY 2007-08 NGA of \$1,700,000, exceeds the 25 percent base award of the previously approved award amount of \$1,070,000 (at a percentage increase of 58.8 percent), requiring the DPH to request new Board approval.

Approval of the recommended actions will allow DPH to accept funding that will support DPH's participation in CDPH-RHAP to provide refugee services, and the delivery of vital public health screening services to the refugee population.

### **FISCAL IMPACT/FINANCING**

The total program cost for the period of October 1, 2007 through September 30, 2008 is \$1,700,000, 100 percent offset by NGA from the Federal Office of Refugee Resettlement (FORR). Unspent funds from FFY 2007-08 may be used toward program costs for FFYs 2008-09, 2009-10, 2010-11 and 2011-12. Continuation of the program will be contingent upon CDPH receiving an annual appropriation of pass-through funds from the FORR.

Funding for this program is included in DPH's Fiscal Year (FY) 2007-08 Final Budget and will be requested in future fiscal years.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Since October 1, 1980, the County has received FORR funding from the CDPH to support the RHAP, which provides public and personal health screening and comprehensive physical exams to various refugee populations that are newly arriving in the United States. These annual grant awards are used to offset the cost of staff responsible for assessing, monitoring medical referrals, and providing communicable disease screening to refugees in Los Angeles County.

On October 14, 2003, the Board approved an NGA from CDPH in the amount of \$1,100,000 for RHAP services for the period of October 1, 2003 through September 30, 2004, and delegated authority to the Director of Health Services, or his designee to accept NGA's for subsequent fiscal years from CDPH in an amount up to \$1,375,000.

Honorable Board of Supervisors  
February 6, 2008  
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On February 6, 2007, the Board approved NGA Number 06-70-9460-1 in the amount of \$1,070,000, authorizing DPH to accept funding for future FFY's of 2008-09, 2009-10, 2010-11 and 2011-12 up to 25 percent of each base award.

County Counsel has approved the NGA as to form.

Attachments A and B provide additional information. Attachment B is the Grant Management Statement which the Board instructed all County departments to include in all Board Letters for grants exceeding \$100,000.

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Acceptance of NGA Number 07-70-90840-1 will allow DPH to continue RHAP services, which include vital public health support, and physical examinations and screening services.

**CONCLUSION**

When approved, the DPH requires four signed copies of the Board's action.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:SRH  
SAS:TOF:bjs

Attachments (3)

c: County Counsel  
Director and Health Officer, Department of Public Health

020608\_DPH\_Refugee

SUMMARY OF GRANT AWARD1. TYPE OF SERVICE:

The Refugee Health Assessment Program provides services to meet the public needs of the refugee population residing in Los Angeles.

2. AGENCY ADDRESS AND CONTACT PERSON:

California Department of Public Health  
Office of County Health Services  
Refugee Health Section  
P.O., Box 997413, MS 5204  
Sacramento, California 95899-7413  
Attention: Laura Hardcastle, Section Chief  
Contact: Beatrice Avis, Administrative analyst  
Telephone: (916) 552-8009  
Facsimile: (916) 552-8260  
Electronic Mail : Beatrice.Avis@cdhp.ca.gov

3. TERM:

October 1, 2007 through September 30, 2008.

4. FINANCIAL INFORMATION:

The total program cost for the period of October 1, 2007 through September 30, 2008 is \$1,700,000, 100 percent offset by NGA from FORR. Unspent funds from FFY 2007-08 may be used toward program costs for FFYs 2008-09, 2009-10, 2010-11 and 2011-12. Continuation of the program will be contingent upon CDPH receiving an annual appropriation of pass-through funds from the FORR.

Funding for this program is included in DPH's Fiscal Year (FY) 2007-08 Final Budget and will be requested in future fiscal years.

5. SERVICE INFORMATION:

Countywide.

6. ACCOUNTABLE FOR PROGRAM MONITORING AND EVALUATION:

Annette Nitta, M.D.

7. APPROVALS:

Public Health:	Jonathan E. Freedman, Acting Chief Deputy
Contracts and Grants Division:	Gary T. Izumi, Chief
County Counsel (as to form):	Andrea Ross, Deputy County Counsel

## GRANT MANAGEMENT FORM

<b>Los Angeles County Chief Administrative Office</b> <b>Grant Management Statement for Grants Exceeding \$100,000</b>					
Department:		Public Health Services			
Grant Project Title and Description					
<p style="text-align: center;"><b>REFUGEE HEALTH ASSESSMENT</b></p>					
Funding Agency		Program (Fed. Grant #/State Bill or Code #)		Grant Acceptance Deadline	
CDC		NGA 07-70-90840-1			
Total Amount of Grant Funding:		\$1,700,000		County Match Requirements: N/A	
Grant Period:		Begin Date:	October 1, 2007	End Date:	September 30, 2008
Number of Personnel Hired Under this Grant:			Full Time		Part Time
<p style="text-align: center;"><b><u>Obligations Imposed on the County When the Grant Expires</u></b></p>					
Will all personnel hired for this program be informed this is a grant funded program?				Yes	X No
Will all personnel hired for this program be placed on temporary ("N") items?				Yes	X No
Is the County obligated to continue this program after the grant expires				Yes	No X
If the County is not obligated to continue this program after the grant expires, the Department will:					
a). Absorb the program cost without reducing other services				Yes	No
b). Identify other revenue sources				Yes	No
(Describe)					
c). Eliminate or reduce, as appropriate, positions/program costs funded by this grant.				Yes	X No
Impact of additional personnel on existing space:					
Other requirements not mentioned above					



MARK B HORTON, MD, MSPH  
Director

State of California—Health and Human Services Agency  
California Department of Public Health



ARNOLD SCHWARZENEGGER  
Governor

September 25, 2007

Annette Nitta, M.D.  
TB Control Program Director  
County of Los Angeles  
2615 S. Grand Avenue, Room 507  
Los Angeles, CA 90007

Dear Dr. Nitta:

**REFUGEE HEALTH ASSESSMENT PROGRAM GRANT – NUMBER 07-70-90840-1**  
**AWARD AMOUNT: \$1,700,000 - FISCAL YEAR 2007-2008**

Your submitted Program Plan, Budget Summary and Justification for Los Angeles County's Refugee Health Assessment Program award of \$1,700,000 has been approved effective October 1, 2007 through September 30, 2008. Please retain this approval letter for your records and the enclosed copy of the approved Program Plan, Budget Summary and Justification for your records.

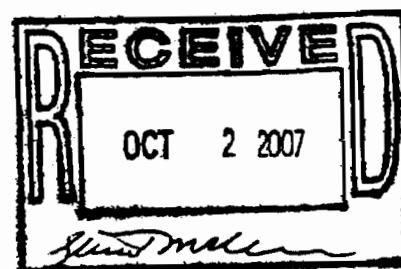
You must reference the above award number on all invoices and correspondence submitted to the California Department of Public Health, Refugee Health Section. If you should have any questions, please contact Beatrice Avis at (916) 552-8009 or at [beatrice.avis@cdph.ca.gov](mailto:beatrice.avis@cdph.ca.gov).

Sincerely,

Laura Hardcastle, Chief  
Refugee Health Section

Enclosures

cc: Stewart McMullen  
County of Los Angeles TB Control Program  
2615 S. Grand Avenue, Room 507  
Los Angeles, CA 90007



Annette Nitta, M.D.  
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September 25, 2007

April King-Todd, Nurse Manager  
Los Angeles County Department of Health Services  
Tuberculosis Control Branch  
2615 South Grand Avenue, Room 507  
Los Angeles, CA 90007

Socorro Kirk, P.H.N.  
Refugee Coordinator  
Los Angeles County Department of Health Services  
Tuberculosis Control Branch  
2615 South Grand Avenue, Room 507  
Los Angeles, CA 90007

Belinda Snguon  
Grant Manager  
5555 Ferguson Drive, Room 100-50  
Commerce, CA 90022

Joan Chang  
Nurse Consultant III  
California Department of Public Health  
Refugee Health Section  
MS 5204, P.O. Box 997377  
Sacramento, CA 95899-7413

Beatrice Avis, Administrative Analyst  
California Department of Public Health  
Refugee Health Section  
MS 5204, P.O. Box 997377  
Sacramento, CA 95899-7413

PROGRAM PLAN

ATTACHMENT A

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH SECTION  
REFUGEE HEALTH ASSESSMENT PROGRAM

COVER PAGE

1. Agency Information:

Agency Name: Los Angeles County RHAP

Mailing Address: 2615 S. Grand #507

City: Los Angeles, CA Zip Code: 90007 County: LA

Telephone: 213-744-3352 Fax: 213-748-5163

E-mail: skirk@ph.lacounty.gov

2. Grant Amount: 1,700,000

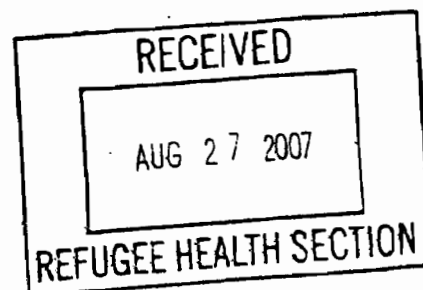
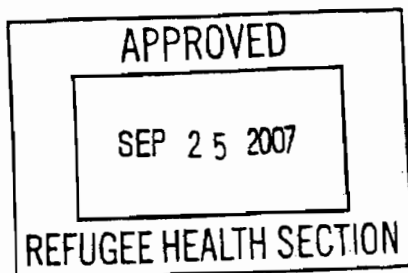
3. Grant Term: October 1, 2007 through September 30, 2008

4. Certification: I affirm that the information presented in this plan accurately reflects the current status of this project.

Original Signature: *Socorro C. Kirk* 8-15-07  
Project Manager Date

Print Name and Title: Socorro C. Kirk, P.S, PHN, RHAP Coordinator

Telephone: 213-744-3352 Fax: 213-748-5163





CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH SECTION  
REFUGEE HEALTH ASSESSMENT PROGRAM

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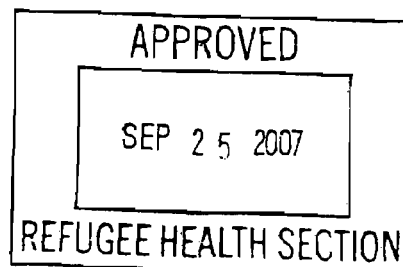
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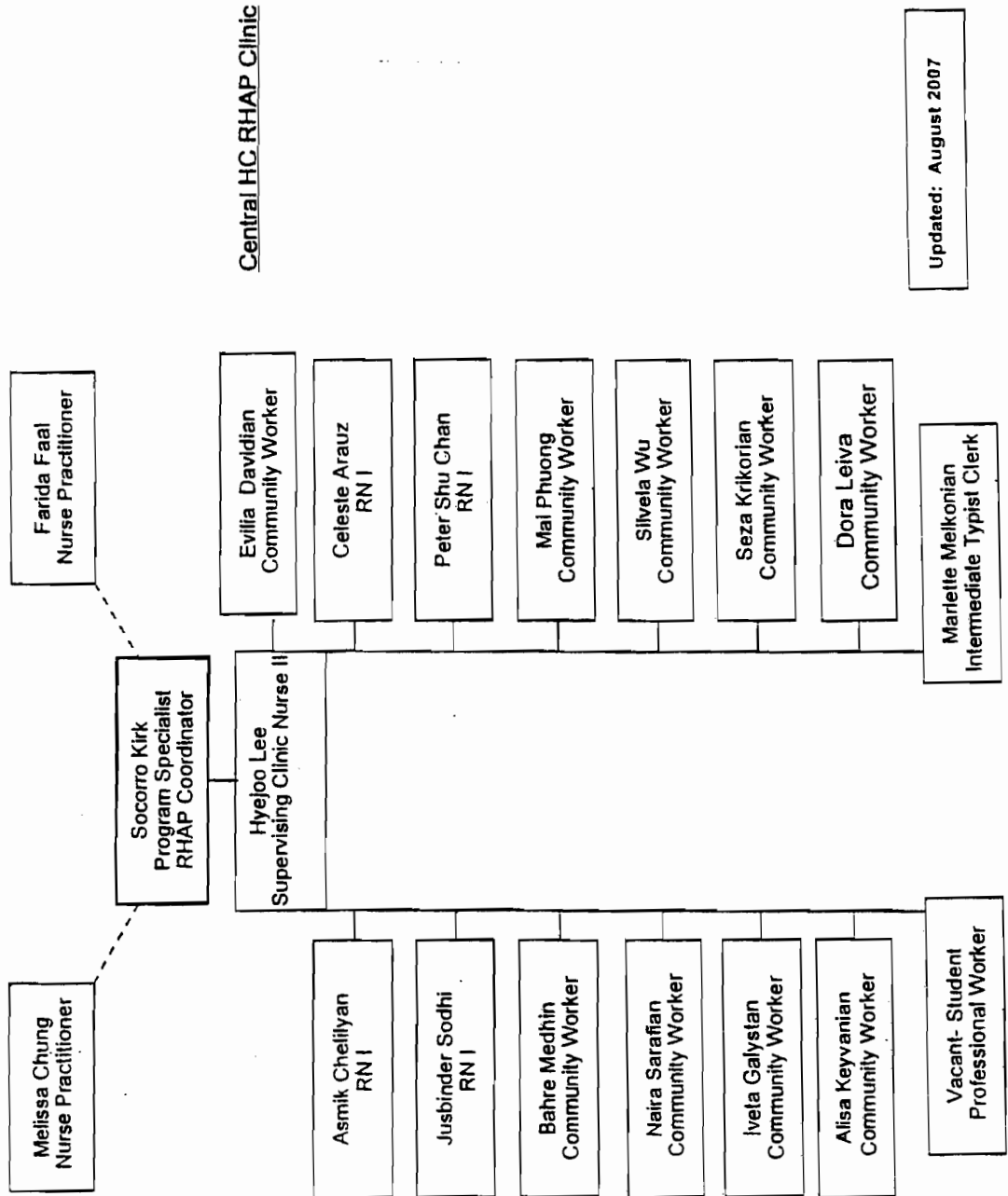
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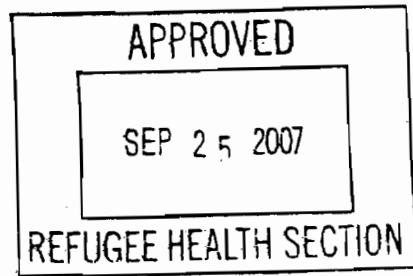


# REFUGEE HEALTH ASSESSMENT PROGRAM



Hollywood-Wilshire HC RHAP Clinic

Central HC RHAP Clinic



Updated: August 2007

**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

**NAME(S):**      **Asmik Chelilyan, Shu Chan**      **Percentage of Time: 100% Each**  
                    **Jusbinder Sodhi, Celeste Arauz**

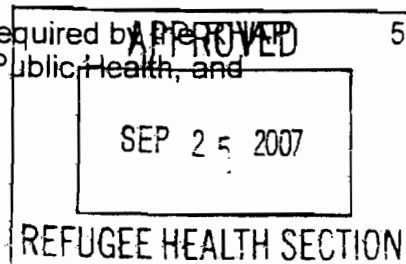
**POSITION:**      **RN I**

**DESCRIPTION/JUSTIFICATION:**

This position performs comprehensive nursing assessments and public health screening on newly arrived refugees who meet the criteria for assessment in the RHAP clinics located at Hollywood-Wilshire and Central Health Centers. This Nurse reviews overseas medical reports, takes health histories and identifies current health problems, performs phlebotomy, assesses immunization records and administers necessary immunizations, performs tuberculin skin tests and interprets them, conducts communicable disease and hepatitis B screening and reviews abnormal laboratory results and assists with medical referrals and treatment ova and parasites. The RN I functions as a team leader, and provides direction to Community Workers and clerk/s. This position reports directly to the SCN II.

**AREAS OF RESPONSIBILITY:**

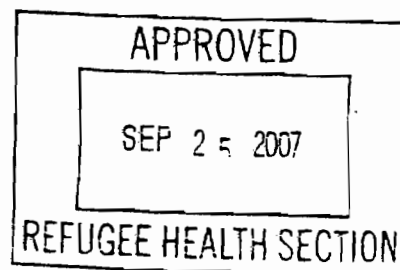
1.      Uses the California Refugee Assessment Operational Guidelines, LAC-Department of Public Health policies and procedures, nursing practice skills, and standards of patient care to provide health assessments, public health screening and direct patient health care services.      40%
2.      Reviews laboratory results and provides counseling on the interpretation of health screening test results, and gives appropriate referrals to refugees of diverse cultural and ethnic backgrounds.      10%
3.      Assesses immunization status of refugees and vaccinates them according to current Immunization Program guidelines. Performs phlebotomy for laboratory testing.      15%
4.      Ensures documentation of all services rendered on the 11-page health assessment tool and medical record according to RHAP Program guidelines and Department of Public Health standards.      10%
5.      Provides health education including TB education to refugees with Latent Tuberculosis Infection and refers those that accept INH chemoprophylaxis to health districts of residence, and works with the Community Workers to provide language appropriate educational literature.      10%
6.      Maintains referral logs, files and records as required by RHAP and the Los Angeles County Department of Public Health, and submits clinic reports to supervision.      5%



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

- |    |  |    |
|----|--|----|
| 7. | Attends RHAP meetings, General Nursing meetings every other month, monthly TB conferences, General Staff meetings, quarterly, and other appropriate training and seminars. | 5% |
| 8. | Performs other tasks as assigned   | 5% |

License: Registered Nurse issued by the California Board Of Registered Nursing, and a California Class "3" Driver's License are required.



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

**NAMES:** Seza Krikorian, Silvela Wu                      **Percentage of Time:** 100% Each  
          Naira Sarafian, Alisa Keyvanyan  
          Iveta Galstyan, Bahre Medhin  
          Dora Leiva, Mai, Phuong

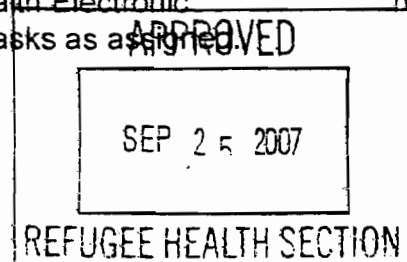
**POSITION:** Community Worker (CW)

**DESCRIPTION/JUSTIFICATION:**

The position performs refugee identification, health history interview, and outreach for health assessment management including broken appointment follow-up, health education for tuberculosis screening and other medical and communicable diseases. The Community Worker conducts field visits for the purpose of locating refugees, and facilitates arranging health referral services and transportation to the clinic including follow-up home visits for non-adherent patients. The Community Workers are bilingual and provide interpretation services for refugees, their families and other staff. This position reports directly to the Supervising Clinic Nurse II.

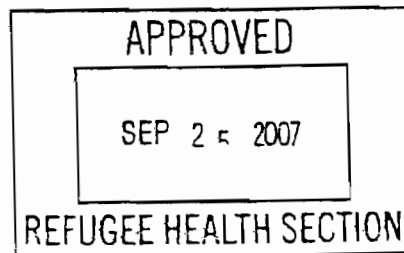
**AREAS OF RESPONSIBILITY:**

1.            Obtains and records significant information on refugees such as:            40%  
              arrival date, demographics, overseas medical exam reports,  
              immunizations, tuberculosis, known allergies/reactions, medical  
              history, reproductive health, birth history-children ages 0-5,  
              lifestyle assessment, and information regarding family violence  
              information. Identifies refugees by reviewing notification forms,  
              ensuring they meet the criteria for health assessment services.
2.            Performs selected procedures appropriate to level of training such            10%  
              as audio testing, takes refugees vital signs, height and weight,  
              prepares specimen labels, and documents information on the 11-  
              page health assessment tool.
3.            Completes required laboratory and x-ray forms, collects and labels            10%  
              specimens as directed. Instructs refugees on how to collect  
              specimens.
4.            Assists clinic staff with refugee education, TB skin test reading            10%  
              clinic, post counseling, utilizing multi-lingual and multi-cultural  
              skills.
5.            Performs data entry into the Refugee Health Electronic            10%  
              Information System (RHEIS), and other tasks as assigned



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

- |    |  |    |
|----|--|----|
| 6. | Makes telephone calls to follow-up on broken appointments, reinforces patient education, and conducts home visits to non-adherent patients.  | 5% |
| 7. | Assist clinic nurses to prepare monthly clinic reports and referral logs.  | 5% |
| 8. | Acts as a liaison resource between the two RHAP clinic teams and assigned voluntary agencies. Facilitates communication by providing health resource information to the target population. | 5% |
| 9. | Attends RHAP staff meetings, Community Worker classes and TB monthly conferences, as appropriate, and General Quarterly TB staff meetings.   | 5% |



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

**NAME:** Mariette Melkonian

**Percent of Time:** 100%

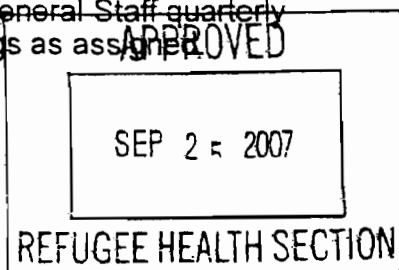
**POSITION:** Intermediate Typist Clerk (ITC)

**DESCRIPTION/JUSTIFICATION:**

This position provides clerical support for the refugee clinic, registers patients, verifies refugees meet criteria for assessment in RHAP clinic, prepares the initial documents for refugee medical records, photocopies and files the 11- page health assessment tools and other health assessment documents, assures the medical documents are maintained appropriately, orders clinic supplies and reports equipment in need of repairs, and prepares request orders for supplies. This clerical position is bilingual and provides interpretation for the refugees, families and other RHAP staff. This position reports directly to the Supervising Clinic Nurse II.

**AREAS OF RESPONSIBILITY:**

- |    |   |     |
|----|---|-----|
| 1. | Registers refugees, issues medical record numbers, initiates health assessment forms, interprets, maintains daily clinic tracers and logs.  | 25% |
| 2. | Assists in determining refugee eligibility, creates and handles charts, prepares and completes forms and lab slips, and logs in data.   | 15% |
| 3. | Answers incoming telephone calls, and schedules clinic appointments through the voluntary agencies, and maintains the appointments log book   | 15% |
| 4. | Reviews appointment log book, determines broken appointments and informs RN I and Community Workers of the need for follow-up. Routes medical records to appropriate team members for required follow-up /abnormal results, e.g., positive ovum and parasite. Re-books appointments, interprets as needed for refugees and staff. | 15% |
| 5. | Photocopies the 11-page health assessment tool and other medical record documents, and files them accurately.   | 10% |
| 6. | Assists nurses in preparing monthly statistical and appointment status logs monthly.  | 5%  |
| 7. | Assesses clinic supply needs and completes request forms to replenish supplies as necessary.  | 5%  |
| 8. | Participates in RHAP team meetings, General Staff quarterly meetings and other educational meetings as assigned.  | 5%  |
| 9. | May perform other duties as assigned.   | 5%  |



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

**NAMES:**           **Melissa Chung**  
                  **Farida Faal**

**Percent of Time: 100%**

**POSITION:**     **Nurse Practitioner (NP)**

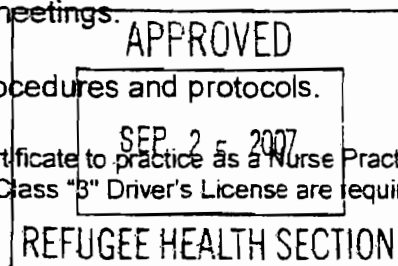
**DESCRIPTION/JUSTIFICATION:**

This position provides physical examinations, formulates diagnoses, and offers appropriate health care referrals and follow-up for refugees. This position functions independently in the care and treatment of patients within the nurse practitioner scope of practice as agreed upon and defined by Standardized Procedures. This position consults with a physician and/or other specialized health resources whenever a case falls outside the scope authorized by policies and standardized protocols. This position reports directly to the TB Control Program Nurse Manager. The Refugee Coordinator provides technical guidance on RHAP guidelines and activities. The TB Control Program Medical Director or other TB physician provides as needed consultative direction on clinical practice and medical referral issues.

**AREAS OF RESPONSIBILITY:**

- |    |  |     |
|----|--|-----|
| 1. | Performs physical examinations, including a review of all systems, hearing, vision, dental, mental health problems and trauma history, orders, interprets and evaluates diagnostic tests and examinations, using established protocols for intervention and nursing diagnostics. Verifies medical, family and personal history and evaluates currently used medications and alternative treatments | 50% |
| 2. | Establishes and documents the health care plan and prognosis. Maintains records for review in evaluating the effectiveness of the plan.  | 10% |
| 3. | Initiates drug therapy for ova and parasites per Standardized Procedures and assumes responsibility for such therapy.  | 10% |
| 4. | Evaluates high risk behaviors and provides client-centered health education and referrals including HIV prevention counseling and testing  | 10% |
| 5. | Provides health service referrals to linguistically/culturally appropriate providers for refugees of diverse cultural and ethnic backgrounds.  | 10% |
| 6. | Submits monthly calendar and reports to supervision, attends RHAP team meetings, relevant conferences/mandatory meetings, and Quarterly TB General Staff and TB nursing meetings.  | 5%  |
| 7. | Participates in the development of policy, procedures and protocols.   | 5%  |

**LICENSE:** A license to practice as a Registered Nurse, a certificate to practice as a Nurse Practitioner issued by the California Board Of Registered Nursing, and a California Class "B" Driver's License are required.





**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

**NAME:** Hyejoo K. Lee

**Percentage of Time:** 100%

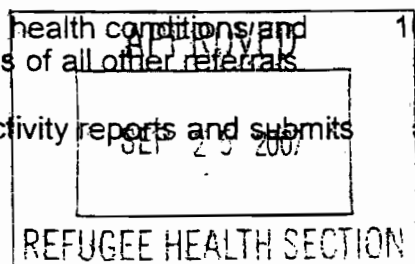
**POSITION:** Supervising Clinic Nurse II (SCN II)

**DESCRIPTION/JUSTIFICATION:**

This position is responsible for facilitating the operation of the two RHAP clinics, located at the Hollywood-Wilshire Health and Central Health Centers. This position monitors the number of refugee arrivals and the clinics' appointment systems and makes recommendations to the RHAP Coordinator to improve productivity and clinic flow. This position oversees clinic nursing practice ensuring patient services and standards of care are in compliance with Los Angeles County (LAC) Department of Public Health, the Operational Guidelines of the State Refugee Health Section (RHS), and the goals and objectives of the Program. This position works with Nurse Practitioners, RNs, and Community Workers, keeping track of the referrals logs and log maintenance of the two clinics including Class B health conditions and Class B TB referral processes. During increased refugee arrivals, and absences of RN I, the SCN II, assists with the health assessment/screening process. This position provides technical guidance and training to refugee clinic staff in the provision of refugee health assessments. This position supervises four Registered Nurse I, eight Community Workers, and the Intermediate Typist Clerk/s, and reports directly to the RHAP Coordinator.

**AREAS OF RESPONSIBILITY:**

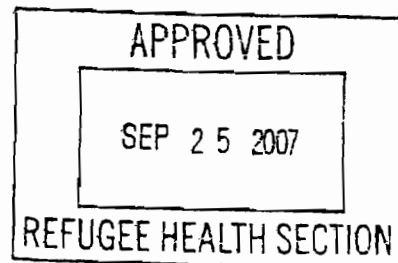
1. Manages the operation of the two clinics. On a weekly basis, monitors number of refugee arrivals, reviews appointment system and changes assignments to appropriately cover the clinics, to meet the goals and objectives of the program. Based on resources distributes an equitable workload amongst the two clinics. Works with the RHAP Coordinator regarding planning, staff scheduling, delegation of work assignments and evaluation of outcomes 40%
2. Evaluates performance and writes the performance evaluations of the personnel assigned to her supervision. Provides counseling, guidance and documents any disciplinary personnel issues and keeps Coordinator informed of interventions. 10%
3. Provides technical guidance and training to personnel regarding the Refugee Health Assessment Program. Provides back-up nursing coverage in the absence of the RN I. 10%
4. Ensures timely and accurate documentation by RHAP staff of all refugee services rendered according to Program and facility standards. 10%
5. Ensures reporting and disposition of Class A/B health conditions and TB Class B conditions, and the appropriateness of all other referrals 10%
6. Collects and summarizes monthly clinic productivity reports and submits monthly reports to Coordinator. 5%



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

- |    |   |    |
|----|---|----|
| 7. | Collaborates with the Nurse Practitioners to facilitate clinic flow to maximize physical examinations.  | 5% |
| 8. | Leads or co-leads RHAP meetings and prepares meeting agendas. Attends General Nursing meetings every other month, Supervisors' meetings, General Staff meetings quarterly, monthly TB Control conferences, and other meetings or mandated classes, as assigned. | 5% |
| 9. | Performs other duties as assigned.  | 5% |

**License:** A Registered Nurse license issued by the California Board Of Registered Nursing, and a California Class "3" Driver's License are required.



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

**NAME:** Socorro Kirk

**Percentage of Time:** 100%

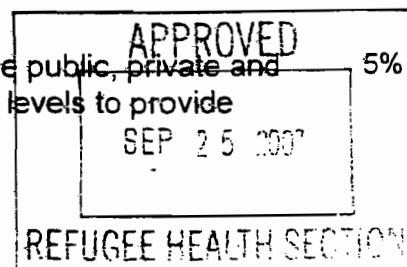
**POSITION:** RHAP Coordinator

**DESCRIPTION/JUSTIFICATION:**

This position oversees the entire Refugee Health Assessment Program and ensures that refugee activities are managed in accordance with the State Refugee Health Operational guidelines and regulations. This position is accountable for the clinics' operation and service delivery outcomes of RHAP personnel. This position directly supervises the Supervising Clinic Nurse II (SCNII), and reports directly to the TB Control Program Nurse Manager.

**AREAS OF RESPONSIBILITY:**

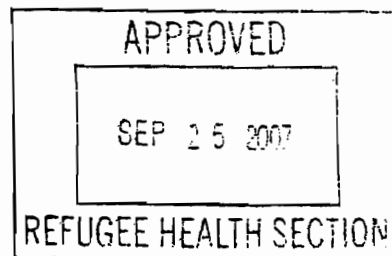
1. Assures that the RHAP operates according to State Refugee Health Program's policies and operational guidelines. Prepares and submits the RHAP program plan, semi-annual progress report, annual comprehensive reports, and Ad hoc expenditure proposals for submission to the State within established deadlines. 40%
2. Works with the SCN II in the assessment and surveillance of epidemiology data for monthly monitoring and the evaluation of the Refugee Program's objectives. Provides guidance and direct supervision to the SCNII. Provides supervision with monthly reports and calendars. 15%
3. Performs Quality Assurance activities by reviewing services provided by RHAP personnel monthly and ensuring they are in compliance with the Refugee State Health Operational Guidelines and Standards of Care. 10%
4. Facilitates arrangements for space and necessary infrastructure with the facility administration at both clinics to conduct refugee health screening and follow-up clinic services. 10%
6. Works with the NP, SCN II, and Clinic Nurses to assure that the refugee program procedure manuals are current and updated; identifies preventive refugee health needs. 10%
7. Coordinates and consults with LAC Financial Management Contracts and Grants Division in the management of the Refugee Health Program budget preparation and provides appropriate justifications to the State and Los Angeles County Department of Public Health Services Public Health administration, and evaluates the level of services according to contract requirements in collaboration with the Los Angeles County Contracts and Grant Division. 5%
8. Coordinates and collaborates with public health, the public, private and voluntary agencies at the National, State and local levels to provide services. 5%



LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT

9. Performs other duties as assigned

5%



**LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH ASSESSMENT PROGRAM (RHAP)  
DUTY STATEMENT**

Percentage of time: 100% Each

**NAMES:** Vacant

**POSITION:** Student Worker

**DESCRIPTION/JUSTIFICATION:**

This position assists with the RHAP clinic registration process at one of the two RHAP clinics. Photocopies and files health assessment documents. Inputs data from the health assessment documents, into the Refugee Health Electronic Information System (RHEIS). This position reports directly to the SCN II.

**AREAS OF RESPONSIBILITY:**

- |    |   |     |
|----|---|-----|
| 1. | Assists with the registration process by obtaining information from the refugees scheduled for assessments in the RHAP clinic, and obtaining file record numbers, to initiate a medical record. | 40% |
| 2. | Inputs data into RHEIS, keeps records, and prepares reports pre-determined forms and procedures in accordance with Refugee Health Assessment Program  | 30% |
| 3. | Files documents in alphabetical, chronological manner and pulls records as requested. Answers telephone calls and transfers them appropriately. Performs record searches.                       | 20% |
| 4. | Attends RHAP staff meetings.  | 5%  |
| 5. | Performs other duties as assigned   | 5%  |



AGENCY NAME: Los Angeles County Refugee Health Assessment Program  
GRANT NUMBER: 07-079460-1  
GRANT TERM: October 1, 2007 through September 30, 2008

### COMMUNITY PROFILE

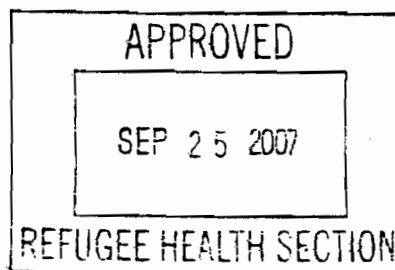
Los Angeles County (LAC) is the largest urban area on the Pacific Coast and the second largest standard metropolitan statistical area in the United States (US). It covers an area of over 4,000 square miles, includes 88 incorporated cities, two islands, and has an estimated total population of over 10 million people, per the US Census Bureau. It has one of the largest health care systems in the US. The Service Planning Areas (SPAs) are eight geographic regions within the County with approximately 1.2 million persons per SPA.

The Refugee Health Assessment Program (RHAP) functions administratively under the LAC Tuberculosis (TB) Control Program and has provided health care services to refugees since 1980. The RHAP has an administrative headquarters at the TB Control Program. The RHAP screening teams are based at two selected Los Angeles County Public Health Centers (Central and Hollywood-Wilshire) located in SPA 4. The screening teams are responsible for providing health care screening, nursing health assessment and physical exams to newly arriving refugees meeting the criteria.

From the period of October 1, 2006 through August 14, according to LAC RHAP data, the Program received from the LAX Quarantine station notifications of 3200+ refugee arrivals, including secondary migrants, asylees and parolees. Among the arrivals about (75%) were refugees and (25%) were asylees. It is estimated that approximately the same number of refugees and secondary migrants will be arriving for the next period of October 1, 2007 through September 2008.

Since December 2006, there has been an increase in the number of refugee arrivals in LAC. The highest numbers of refugees arrived from Iran (Armenian and Iranian) as a result there has been an increased utilization of Armenian and Farsi interpretation services. The number of Chinese asylees has decreased, but still is the second highest number of arrivals.

The LAC RHAP has received refugees from over 50 countries annually. The refugees reside in various areas within Los Angeles County and utilize a wide variety of medical services throughout the county.



# PROGRAM PLAN

California Department of Public Health, Refugee Health Section  
Refugee Health Assessment Program

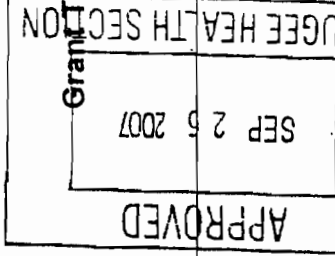
ATTACHMENT D

## PROGRAM OBJECTIVES FORM

Grant Number: 07-7090840

Agency Name: Los Angeles County RHAP

Grant Term: 10/1/07 – 9/30/08



Target Population Range to be Served	Program Objectives	Staff Assigned
2900 eligibles	<b>Objective 1:</b> Through 9/30/08, ensure that <b>90%</b> of all officially arriving refugees are <b>contacted</b> within 30 days of arrival to the U.S., so they may be scheduled for health assessment services.	RN, CW, SCN II, ITC
	<b>Objective 2:</b> Through 9/30/08, ensure the start of health assessments to at least <b>90%</b> of officially arriving refugees <b>who were contacted</b> , within 30 days of arrival to the U.S.	NP, RN, CW, IT
	<b>Objective 3:</b> Through 9/30/08, assess immunization status of <b>95% of eligibles*</b> who have started the health assessment, according to the Requirements for Routine Vaccination of Adjustment of Status Applicants.	NP, RN, CW
	<b>Objective 4:</b> Through 9/30/08, refer <b>95%</b> of eligibles, identified as needing further scheduled immunizations.	NP, RN, CW
	<b>Objective 5:</b> Through 9/30/08, refer <b>95%</b> of all eligibles with identified clinical findings, to primary care, HMO's, private medical doctors, or other health care providers for follow-up services.	NP, RN, CW
	<b>Objective 6:</b> Through 9/30/08, ensure that <b>95%</b> of eligibles with a positive TST or QFT-G will be evaluated for TB infection or disease and be classified according to the American Thoracic Society (ATS) guidelines.	NP, RN
	<b>Objective 7:</b> Through 9/30/08, ensure that <b>80%</b> of eligibles, recommended to commence LTBI treatment, are started on therapy.	NP, RN
	<b>Objective 8:</b> Through 9/30/08, ensure that <b>75%</b> of eligibles commencing LTBI treatment will complete the recommended course of therapy.	PS, RN, SCN II,
	<b>Objective 9:</b> Through 9/30/08, ensure that <b>95%</b> of eligibles who start the health assessment will complete the <b>public health screening component</b> of the assessment, within 90 days.	NP, RN, CW
	<b>Objective 10:</b> Through 9/30/08, ensure that <b>80%</b> of eligibles who start the health assessment will complete a comprehensive health assessment, including <b>public health screening and physical exam</b> , within 90 days.	NP, RN, CW, ITC

\*Eligibles are defined as all newly arriving refugees, secondary migrant refugees, asylees granted asylum either inside or outside the U.S., parolees, and victims of trafficking.

**PROGRAM PLAN**

**ATTACHMENT E**

**California Department of Public Health  
Refugee Health Section  
Refugee Health Assessment Program**

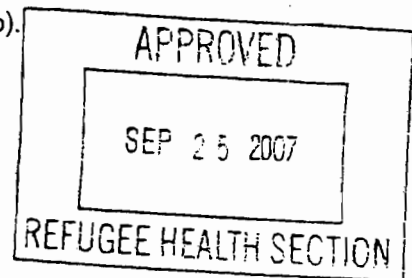
**COMPREHENSIVE HEALTH ASSESSMENT/RHEIS AGREEMENT FORM**

**Agency Name:** Los Angeles County RHAP  
**Grant Number:** 07-0790840-1

**Grant Term:** 10/1/07-9/30/08

**Grantees shall provide the following program services as part of the Comprehensive Refugee Health Assessment and RHEIS data entry. The services include:**

1. Provide and review arrival data to include jurisdiction, Volag, arrival date, notification date, entry status and verification of I-94.
2. Provide and review demographic information to include race, country of birth and residing country prior to US that includes length of stay.
3. Provide and review overseas medical exam and DS 2053 (Formerly OF- 157), Class A or B conditions and results of overseas Chest x-ray.
4. Review of immunization status and documentation that childhood, adolescent and adult immunizations are updated (as applicable) to include DPT/DTaP/DT, Td, Hib, Polio, Hepatitis A and B, MMR, Varicella, Pneumococcal and Influenza.
5. Tuberculosis screening (TST) or QuantiFERON-TB Gold (QFT-G), chest x-ray (CXR) (if indicated) and B waiver management according to established protocol.
6. Screening for anemia to include a CBC (age 9 months and up).
7. Serum lead (age 12 months to <7 years).
8. Serum creatinine (if applicable).
9. Serum glucose (if applicable).
10. Urine dipstick (ages 4 and up) to include blood, glucose, protein and leukocytes.
11. Urine pregnancy (childbearing age).
12. Hepatitis Screening Panel for Hepatitis B (for all arrivals/eligibles) and Hepatitis C (to include Anti-HBc, HBsAG and Anti-HCV).
13. Testing for syphilis, RPR, for age 12 and over.
14. Stool for ova and parasites (3 samples).
15. Stool for hemocult (if applicable). Referral.
16. Mammogram (if applicable). Referral.





PROGRAM PLAN

ATTACHMENT E

California Department of Public Health  
Refugee Health Section  
Refugee Health Assessment Program

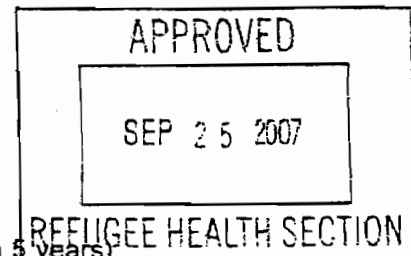
COMPREHENSIVE HEALTH ASSESSMENT/RHEIS AGREEMENT FORM

Agency Name: Los Angeles County RHAP

Grant Term: 10/1/07-9/30/08

Grant Number: 07-0790840-1

17. Other lab tests/screenings as applicable.
18. Pap smear (if applicable). Referral
19. Provide diagnoses by listing ICD 9 or ICD 10 codes (if available).
20. Provide referrals for communicable diseases (hepatitis, HIV, TB, STD's, others) along with referr. other identified health conditions.
21. Provide complete Review of Systems and current symptoms.
22. Assess any allergies/reaction.
23. Assess personal and family medical history.
24. Assess reproductive health information fro women.
25. Assess birth history information for children (age 0 to 5 years).
26. Screen for high-risk behaviors and provide appropriate health education and materials, if available.
27. Provide domestic violence prevention education.
28. Assess for mental health, emotional and trauma issues.
29. Perform a comprehensive Physical Examination that includes vital signs, vision and hearing scre along with complete head to toe examination (this includes genital exams for both males and ferr pelvic exam in females and rectal exam for both males and females along with hemoccult test).
30. Enter data into RHEIS per data entry timelines defined in RHEIS Policy Letter 02-02.



**Certification:** I certify that the Refugee Health Assessment Program in (Los Angeles County) will provide the services listed in items 1- 30 to refugees, asylees, parolees, and victims of trafficking during the grant term of the federal fiscal year. In addition, the information collected during the comprehensive refugee health assessment will be documented on the DHS 8418A or on the Grantees health assessment form and entered into RHEIS per timelines defined in RHEIS Policy Letter 02-02.

PROGRAM PLAN

ATTACHMENT E

California Department of Public Health  
Refugee Health Section  
Refugee Health Assessment Program

COMPREHENSIVE HEALTH ASSESSMENT/RHEIS AGREEMENT FORM

Agency Name: Los Angeles County RHAP

Grant Term: 10/1/07-9/30/08

Grant Number: 07-0790840-1

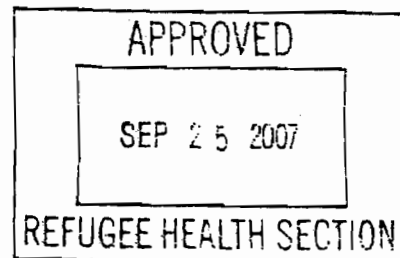
Original Signature:  
(Project Manager)

Socorro C. Kirk

Socorro C. Kirk  
Program Specialist, PHN

Print Name and Title: RHAP Coordinator

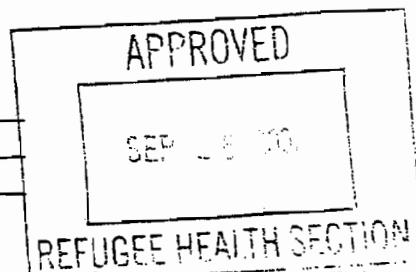
Date: August 14, 2007



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
REFUGEE HEALTH SECTION  
REFUGEE HEALTH ASSESSMENT PROGRAM

**Frequently Refused/  
Deferred Health Services Narrative**

Agency Name: Los Angeles County RHAP  
Grant Number: 07-7090840-1  
Grant Term: 10-1-07 to 9-30-08



Directions: If your program experiences a high frequency of refugee refusal or clinician deferral for any individual service component that is part of the health assessment scope of services, (such as woman's pap smears and mammograms, male testicular and prostate examinations, mental health and trauma/torture assessment), address the barriers/challenges and solutions to achieve more success in all frequently refused/deferred service component areas. Describe the actions taken by your RHAP to address each area, such as workshops, brochures, utilizing key ethnic community leaders and training in order to move forward with more successful implementation of these services. Also, discuss whether such strategies can be replicated in other counties.

**Barriers/Challenges:** Pelvic exams

May be declined by client due to the clinic not able to simultaneously perform pap smears, or client in on menses, or already connected to primary care physician.

**Solutions:**

Work with the Department of Public Health to implement this service. Meanwhile continue referral process, and establish follow-up system.

**Barriers/Challenges:** Mammograms

Mammograms are not performed in the Department of Public Health clinics.

**Solutions:**

Continue referral process. Establish follow-up on outcome of referrals. Identify barriers, provide community education through media.

**Barriers/Challenges:** Treatment of Latent Tuberculosis Infection (LTBI)

Very few refugees diagnosed with LTBI accept preventive treatment, in spite of the education.

## PROGRAM PLAN

## ATTACHMENT F

### **Solutions**

LAC may implement QuantiFERON ®-TB-Gold (QFT- G) testing in the future. This blood test may be more convincing to the refugee population. Private medical sector as well as community education should ensue.

### **Barriers/Challenges:** Physical examination

Fewer refugees are refusing the physical exam due to already being connected with a primary care physician.

### **Solution**

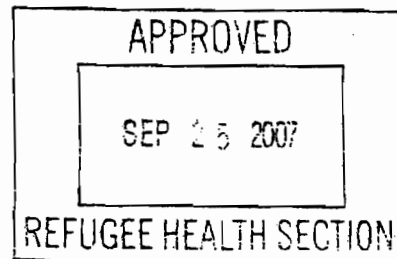
Additional staff were added, the staff continue emphasizing the benefits of this examination.

### **Challenges/Barriers:** Prostate exam

Male refugees age 30 and under decline prostate exam unless previously diagnosed with a condition, or are already connected with the medical private sector. Older refugees accept the exam.

### **Solution**

Continue to educate regarding prevention.



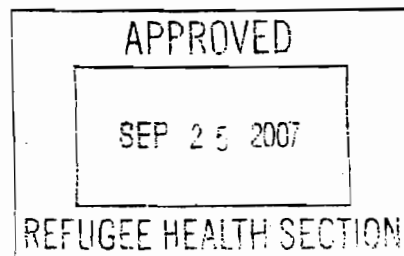
CALIFORNIA DEPARTMENT OF Public HEALTH  
REFUGEE HEALTH SECTION  
REFUGEE HEALTH ASSESSMENT PROGRAM

**Additional Activities Narrative**

Agency Name: Los Angeles County RHAP  
Grant Number: 07-07090840-1  
Grant Term: 10-1-07 to 9-30-8

Directions: If your program elects to provide additional activities/services for the newly arriving or long-term refugee populations in your local area, briefly describe these proposed activities/services below. If your program does not elect to provide additional activities/services, indicate "None proposed" below.

LAC RHAP has been collaborating with Catholic Charities of Los Angeles County (CCLA collecting information on outcome of referrals since April 2007, to plan community outreach strategies based on findings.



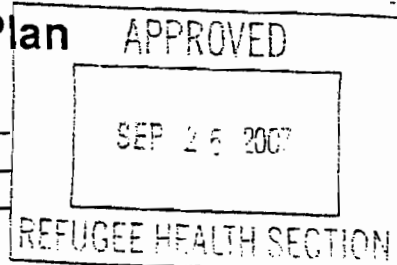
PROGRAM PLAN

ATTACHMENT H

CALIFORNIA DEPARTMENT OF Public HEALTH  
REFUGEE HEALTH SECTION  
REFUGEE HEALTH ASSESSMENT PROGRAM

Process Evaluation Plan

Agency Name: Los Angeles County RHAP  
Grant Number: 07-7090840-1  
Grant Term: 10/1/07 through 09/30/08



Activities	Staff Assigned
1. Monthly review of 10 randomly selected health assessment records	PS, SCN II
2. Quarterly data review to compare arrival information data in RHEIS against LA County RHAP Database	PS, SCN II
3. Monthly meeting with CCLA to confer about the referral process, problems and outcomes.	PS or SCN II
4. Maintain patient referral log, follow-up telephone calls, on broken appointments.	CW
5. Quarterly review of epidemiological data on the number of refugees entering the LAC; country of origin and ethnicity to ensure language skills are available.	PS, SCN II
6. Quarterly review of health education material to assure materials are current and language appropriate.	PS, SCN II, NP
7. Quarterly number of refugees entering the LAC; number contacted, appointment status, and reason why if not given appointment.	PS, SCN II, ITC
8. Refer all tuberculosis suspects, Class B refugees to timely follow-up by public health district of residence.	RN I, CW, ITC
9. Quarterly review of LTBI referrals to public health for follow-up	SCNII, RN I
10. Quarterly review of LTB referrals to public health started on LTBI treatment, and tracking of reasons if treatment was not initiated.	PS, SCNII, RN

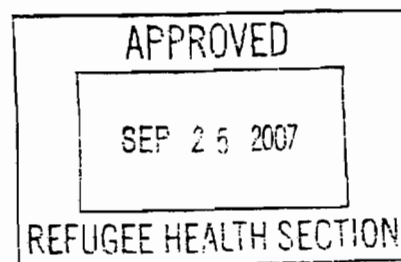
Key:

PS: RHAP Coordinator

## PROGRAM PLAN

## ATTACHMENT H

SCN II: Supervising Clinic Nurse II  
RN I: Registered Nurse I  
CW: Community Worker  
ITC: Intermediate Typist Clerk  
NP: Nurse Practitioner



# REFUGEE HEALTH ASSESSMENT PROGRAM BUDGET SUMMARY

Agency Name: Los Angeles County

Grant Number: 07-70-9460-1

Grant Term: October 1, 2007 to September 30, 2008

Fiscal Year: 2007 - 2008

No.	1. PERSONNEL	Salary Per period/hour	# Period # Hours	Percent Time	Approved Budget
1	Program Specialist, PHN	\$ 8,916.29	12	100%	\$ 106,995
2	Nurse Practitioner	\$ 8,959.78	24	100%	\$ 215,035
1	Supervising Clinic Nurse II	\$ 8,656.58	12	100%	\$ 103,879
4	Registered Nurse I	\$ 6,264.24	48	100%	\$ 300,684
9	Community Worker	\$ 3,257.77	108	100%	\$ 351,839
1	Intermediate Typist Clerk	\$ 2,289.19	12	100%	\$ 27,470

**18 TOTAL FULL-TIME PERSONNEL SERVICES \$ 1,105,903**

Student Professional Worker (wage employees) \$ 10.71 3120 \$ 33,415

**18 TOTAL PERSONNEL SERVICES \$ 1,139,318**

#FTE	2. FRINGE BENEFITS	Rate			
18	Employee Benefits (excluding wage employees)	48.1600%			\$ 532,603
			Months	# FTE	
12	Bilingual Bonus @\$100 X 12 Months X # FTE	\$ 100.00	12	12	\$ 14,400
<b>TOTAL FRINGE BENEFITS</b>					<b>\$ 547,003</b>

## 3. OPERATING EXPENSES

Training	\$ 150.00	X	0	\$ -
Office/Medical Supplies	\$ 5,000.00	X	1	\$ 5,000
Cellular Telephones	\$ 300.00	X	3	\$ 900

**TOTAL OPERATING EXPENSES \$ 5,900**

## 4. EQUIPMENT

\$ -

## 5. TRAVEL

California TB Controller's Conference	\$ 150.00	1	\$ 150	\$ 150
Annual California Refugee Health Meeting	\$ 500.00	3	\$ 1,500	\$ 1,500
Other Refugee Health Program Meetings	\$ 1,600.00	1	\$ 1,600	\$ 1,600

**TOTAL TRAVEL \$ 3,250**

## 6. SUBCONTRACTS

\$ -

## 7. OTHER COSTS

Mileage: Within Jurisdiction	\$ 0.450	8,289	\$ 3,730	\$ 3,730
Parking: Various parking rates	Various		\$ 800	\$ 800

**TOTAL OTHER COSTS \$ 4,530**

**TOTAL BUDGET \$ 1,700,000**

APPROVED

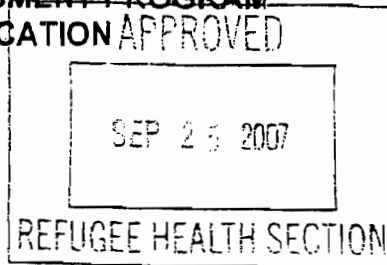
SEP 25 2007

REFUGEE HEALTH SECTION



# REFUGEE HEALTH ASSESSMENT PROGRAM BUDGET JUSTIFICATION APPROVED

Agency Name: Los Angeles County  
Grant Number: 07-70-9460-1  
Grant Term: October 1, 2007 to September 30, 2008  
Fiscal Year: 2007 - 2008



## 1. PERSONNEL

### Program Specialist, PHN

This position is the Coordinator of the Refugee Health Assessment Program and assures that all clinic services are provided in compliance with the Operational Guidelines of the CDHS Refugee Health Section and the Federal Office of Refugee Resettlement. This position prepares required reports (Final Comprehensive, Semi Annual Progress Report and the annual Program Plan and contributes to the budget. This position collaborates with voluntary and other agencies to identify health issues barriers and possible solutions in providing health and other services to the refugee population and reports significant findings to CDHS. This position directly supervises the Supervising Clinic Nurse II. This position reports to the TB Control Program Nurse Manager.

\$ 1,139,318

\$ 106,995

### Nurse Practitioner

This position performs complete physical examinations, reviews laboratory results and health assessments to formulate diagnoses, and offers appropriate health care referrals and follow-up for refugees. This position functions independently in the care and treatment of patients within the scope of practice as agreed upon and defined by the NP standardized procedures. This position consults with onsite public health physicians, and other specialized health resources whenever a case falls outside the scope authorized by the NP standardized procedures and consults as needed with a TB Control Program physician. The Refugee Coordinator provides technical guidance on RHAP activities. This position reports to the TB Control Program Nurse Manager who provides direction on nursing practice related issues.

\$ 215,035

### Supervising Clinic Nurse II

This position is responsible for providing direct supervision and technical guidance to the Clinic Nurse II and community worker items. This position assists clinic nurses with the abnormal and critical laboratory results, follow up and referrals. This position provides health assessment and public screenings as necessary to reduce backlog. This nurse provides back-up during clinic nurse absences and submits reports to the RHAP coordinator. This position reports to the RHAP Coordinator/Program Specialist.

\$ 103,879

### Registered Nurse I

These positions conduct public health communicable disease screenings and general health assessments including medical and psychosocial histories, identifies health problems, and provides referrals, counseling and education. The nurse reviews overseas medical reports and documents findings on the 11 page assessment forms. This position assesses immunization status and immunizes accordingly, draws blood, applies and reads TB skin tests, and reviews and follows up abnormal and critical laboratory results. These positions report to the Supervising Clinic Nurse II.

\$ 300,684

### Community Worker

These positions perform refugee identification, health history interview, and outreach for health assessment follow-up, health education for tuberculosis screening, and other communicable diseases. The community workers conduct field visits for the purpose of locating refugees, and facilitates arranging health referral services and transportation to the clinic including follow-up home visits for non-adherent patients. The community workers are bilingual and provide interpretation services for health care providers. *This position may assist with class A and B notification reports. These positions report directly to the Supervising Clinic Nurse II.*

\$ 351,839

### Intermediate Typist Clerk

This position performs clerical duties that include overseeing the refugee arrival notification forms at the RHAP clinic site, including Class A and B notification reports. This position *communicates with VOLAGS to make* refugee clinic appointments *using* the RHAP appointment system, assists with registration process ensuring the refugees meet criteria for health assessment. This item enters data into the Refugee Health Electronic Information System, answers the telephone, photocopies and files refugee health assessment records. This position reports to the Supervising Clinic Nurse II.

\$ 27,470

TOTAL FULL-TIME PERSONNEL SERVICES \$ 1,105,903

## REFUGEE HEALTH ASSESSMENT PROGRAM BUDGET JUSTIFICATION

Agency Name: Los Angeles County  
Grant Number: 07-70-9460-1  
Grant Term: October 1, 2007 to September 30, 2008  
Fiscal Year: 2007 - 2008

<b>Student Professional Worker (wage employees)</b>		\$ 33,415
At least 2 positions supported through this line item will perform a variety of clerical duties which may include overseeing the refugee arrival notification forms at the RHAP clinic site, including Class A and B notification reports. This position communicates with VOLAGS to make refugee clinic appointments using the RHAP appointment system, assists with registration process ensuring the refugees meet criteria for health assessment. This item enters data into the Refugee Health Electronic Information System, answers the telephone, photocopies and files refugee health assessment records. This position reports to the Supervising Clinic Nurse II.		
<b>2. FRINGE BENEFITS</b>		\$ 547,003
<b>Employee Benefits (excluding wage employees)</b>		
Calculated at 48.16% of salaries		\$ 532,603
<b>Bilingual Bonus @\$100 X 12 Months X # FTE</b>		
Calculated at \$100 X 12 Months X 11 FTE		\$ 14,400
<b>3. OPERATING EXPENSES</b>		\$ 5,900
<b>Training</b>		
These funds will compensate for the costs of training and registration fees related to refugee staff attendance of essential meetings (listed under Travel, below). These funds will also be used to pay annual membership dues for state and local Refugee Health Forums.		\$ -
<b>Office/Medical Supplies</b>		
These funds will be used to purchase supplies required for the day-to-day operation of the program such as paper goods, pens, pencils, printer cartridges, computer related supplies, syringes, INH medication, ova & parasite medications and laminating pouches.		\$ 5,000
<b>Cellular Telephones</b>		
These funds will be used to provide staff with mobile communications while conducting project related activities.		\$ 900
<b>4. EQUIPMENT</b>		\$ -
<b>5. TRAVEL</b>		\$ 3,250
These funds will be used for reimbursement of travel expenses for three (3) staff to attend the state's annual Refugee Health Meeting, one (1) the California TB Controller's Conference, and one (1) staff to attend a refugee-related training TBD.		
<b>6. SUBCONTRACTS</b>		\$ -
<b>7. OTHER COSTS</b>		\$ 4,530
<b>Transportation</b> - The funds are to reimburse staff for work-related travel and parking expenses. These costs are incurred by the Community Worker and nursing staff to facilitate assessment and to follow-up broken appointments as necessary. The current County mileage rate is \$.45/mile.		
<b>Mileage: Within Jurisdiction</b>		\$ 3,730
To compensate for work related automobile travel at current state mileage rate.		
<b>Parking: Various parking rates</b>		\$ 800
To reimburse for work related automobile parking at various parking lot rates.		
<b>TOTAL BUDGET</b>		<b>\$ 1,700,000</b>

# REFUGEE HEALTH ASSESSMENT PROGRAM

## IN-KIND SUPPORT ( 10% )

Agency Name: Los Angeles County

Grant Number: 07-70-9460-1

Grant Term: October 1, 2007 to September 30, 2008

Fiscal Year: 2007 - 2008

In-Kind Support	Percent of Time	Estimated Amount
<b>1. PERSONNEL</b>		
Chief Physician - TBC-administration	10%	\$ 18,676
Physician Specialists - TBC	5%	\$ 6,099
Physician Specialists - Public Health-NP consultation	10%	\$ 12,726
Nurse Manager - TBC	20%	\$ 21,399
Program Specialist - TBC-vacation coverage	5%	\$ 5,350
Information Systems Analyst II - TBC	7%	\$ 5,255
Health Education Assistant - TBC-No direct pt. care	15%	\$ 6,868
Health Education Assistant - Refugee clinic	100%	\$ 45,788
Senior Public Health Advisor	15%	\$ 17,100
Assistant Staff Analyst	35%	\$ 26,407
Procurement Assistant I	10%	\$ 4,382
<b>TOTAL ESTIMATED IN-KIND SUPPORT</b>		<b>\$ 170,051</b>

